

ASSOCIATION FOR COUNSELORS AND EDUCATORS IN
GOVERNMENT (ACEG)
BY-LAWS
Revised: April 2006

ARTICLE 1 NAME

Section 1. The name of this association shall be the Association for Counselors and Educators in Government (ACEG), a Division of the American Counseling Association (ACA).

Section 2. The association is formed to:

- a. encourage and deliver meaningful guidance, counseling, and educational programs to all members of the Armed Services, their family members, and civilian employees of State and Federal Governmental Agencies.
- b. encourage development of professional monographs and convention/conference presentations by any of these agencies.
- c. develop and promote the highest standards of professional conduct among counselors and educators working with Armed Services personnel and veterans.
- d. establish, promote, and maintain improved communication with the non-military community; and
- e. conduct and foster programs to enhance individual human development and increase recognition of humanistic values and goals within State and Federal Agencies.

ARTICLE II MEMBERSHIP

Section 1. Membership in this association shall be held by individuals who are members in good standing of the American Counseling Association (ACA). There shall be five (5) categories of membership: 1] Professional; 2]Regular, 3]Retired; 4]Student, and 5]ex officio. Definitions and minimum qualifications are as follows:

- a. Professional members are those who hold graduate degrees from accredited college(s) or universities(s) in counseling, education, human development, psychology, sociology, or directly related fields in human services.
- b. Regular members are those who have earned at least a bachelor's degree in any of the above fields from an accredited college or university, plus a minimum of five (5) years work experience related to the above fields which may include:
 - (a) personnel assessment, professional development evaluation, research and other aspects of such work in government agencies and/or other organizations; or
 - (b) assessment, testing, program evaluation, research, and writing directly related to any of the above; and/or
 - (c) counselor-in-training in any of the above; and/or
 - (d) Administration/supervision in any of the above.

- c. Retired members are eligible for reduced ACA and ACEG dues in accordance with current ACA policies and procedures. They are entitled to all the privileges on individual membership.
- d. Student members are defined by ACA and are entitled to reduced ACA and ACEG dues. They are entitled to all the privileges of individual membership.
- e. Ex-officio members are defined by ACA and are included on the ACA roster of members.

Section 2. Annual dues shall be established by action of the ACEG Board of Directors and shall become effective concurrently with ACA dues

Section 3. Members may be dropped from membership in accordance with ACA requirements.

ARTICLE III STATE DIVISIONS

Section 1. State Divisions of ACEG may be established.

Section 2. The ACEG Board of Directors shall establish policies and procedures for the establishment of State Divisions. These policies and procedures shall be in accordance with ACA policies and procedures.

ARTICLE IV MEETINGS

Section 1.

- a. The annual meeting shall be held in conjunction with the ACA Annual Convention or at a time designated by the Executive Committee.
- b. The Annual Meeting shall be for the purpose of hearing summary reports from officers and committees, conducting the business of the association, and presenting programs of benefit to the members.
- c. Resolutions made be presented and voted on at the Annual Meeting provided each resolution has been received, in writing, by the Bylaws and Resolutions Committee at least sixty (60) days prior to the Annual Meeting. Resolutions of an emergency nature may be approved for presentations at the Annual Meeting if they are presented, in writing, to the Executive Committee before the Annual Meeting a majority of the members present approves hearing the resolution. A 2/3 vote is required for adoption.

Section 2. The Board of Directors shall meet at least once a year prior to the Annual Meeting. Other meetings of the Board of Directors may be called by the President or the Executive Committee.

Section 3. Special meetings of the association may be called by direction of the Board of Directors, which shall give at least forty-five (45) days written notice to the membership. Special meetings shall transact only such business as is stated in the call to the meeting.

Section 4. Quorums

- a. A majority of the members present at the Annual Meeting shall constitute a quorum for transacting business.
- b. A majority of the Board of Directors shall constitute a quorum of that body. A majority of the Executive Committee shall constitute a quorum of that body.

ARTICLE V ELECTED OFFICIALS

Section 1. The elected officials of the association shall be President, President Elect, Immediate Past President, Secretary, Treasurer, Governing Council Representative, and six (6) of the Directors. The elected officials of the association form the Executive Committee.

Section 2. The Nominating Committee shall conduct the nominations for elected officials in accordance with policies and procedures established by the association Board of Directors and ACA guidelines.

- a. Any member may nominate a candidate for office or Director.
- b. Nominations must be in writing and be accompanied by a statement of the qualifications of the nominee plus a written statement of acceptance by the nominee
- c. Nominees must be members in good standing of ACA and ACEG.
- d. Nominees for President Elect shall have served at least one term in any of the following positions: Secretary, Treasurer, or Director.
- e. Nominees for Treasurer must agree to keep association funds in U.S. and not foreign banks as well as agree to an independent audit, if needed.

Section 3. Officials shall serve without compensation.

Section 4. Terms of Office

- a. A term of office for officers shall begin with the association fiscal year and shall be for a period of one (1) year or until a successor takes office.
- b. A term of office for any elected Director shall be two (2) years or until a successor takes office. There are no term limits for elected Directors.
- c. A term of office for appointed Directors shall be two years starting in the association fiscal year of the appointing President.
- d. The term of treasurer shall begin with the association fiscal year and shall be for a period of two years.
- e. The term of secretary shall begin with the association fiscal year and shall be for a period of two years
- f. The term of governing council representative shall begin with the association fiscal year and shall be for a period of three years.
- g. An appointed secretary, treasurer, or governing council representative may serve out the remaining term of the elected officer but must stand for election during the next association fiscal year to serve succeeding terms.

- h. Vacancies in office shall be filled as provided for in these by-laws

ARTICLE VI DUTIES OF OFFICERS

Section 1. The President shall be the principal officer of this association and shall

- a. Preside at the Annual Meeting, meetings of the Board of Directors, the Executive Committee, and any special meetings;
- b. Be an ex officio member of all committees except the Nominating Committee;
- c. Serve ACA in any capacity required by that association;
- d. Appoint all standing and special committee chairs, subject to the approval of the Executive Committee;
- e. Insure that a well-rounded program is developed for the year to include projects and activities geared to achieving the purposes for which this association is formed.
- f. Submit an annual written report to the President of ACA in accordance with ACA bylaws, but in no case later than thirty (30) days prior to the Annual Convention.

Section 2. The President Elect shall

- a. Perform the duties of the President in the absence of the President.
- b. Assume the office of the President in case of an emergency and the office of President becomes vacant.
- c. Work closely with the President and act in any capacity requested by the President and consistent with these bylaws and the bylaws of ACA
- d. Be primarily involved with developing the association's program for the year.
- e. In case of an emergency and the office of President Elect shall become vacant the following procedures shall be instituted:
 - (1) If the vacancy occurs prior to the ACA Annual Elections, or if there is no candidate by the date established by ACA
 - (a) the President, with the approval of the Executive Committee, shall direct the Nominating Committee to conduct a candidate search and
 - (b) appoint an Election Committee consisting of three (3) members to send out, receive, and count the ballots and report to the association at the Annual Meeting.
 - (2) if the vacancy occurs within thirty (30) days before the Annual Meeting, nominations and election by ballot may be conducted at the Annual Meeting.
 - (3) If the vacancy occurs after the Annual Meeting, but before the beginning of the association/ACA year, the President, with the approval of the Executive Committee shall:
 - (a) appoint an emergency Nominating Committee of three (3) members, preferably with one or more past presidents as members, to conduct a candidate search and
 - (b) appoint an emergency Election Committee to conduct the election by mail.

- (4) if the vacancy occurs after the association/ACA year has begun, the office of President Elect shall remain vacant for the remainder of the year and the President, with the approval of the Executive Committee shall:
 - (a) appoint a Program Committee Chair from among the Directors;
and
 - (b) assign the remaining President Elect functions to the other Directors.
 - (c) A candidate for President and President Elect shall be nominated for the ensuing year.

Section 3. The Immediate Past President shall:

- a. Serve as Chair of the Nominations and Awards Committee;
- b. Work with the President and the President Elect to assure continuity in affairs of the association.
- c. Serve in any capacity requested by the President, the Executive Committee, or ACA.

Section 4. The Secretary shall:

- a. record and maintain minutes of all meetings of the association;
- b. maintain correspondence of the association as directed by the President or the Executive Committee.
- c. Serves as the historian of the association; transfers files after 5 years to ACA for archives/safe keeping after review.
- d. In case of an emergency and the office of Secretary shall become vacant, the President shall appoint a new Secretary subject to the approval of the Executive Committee.

Section 5. The Treasurer shall:

- a. maintain accurate records of income and expenditures and report thereon at least annually as directed by the President, Executive Committee, or ACA
- b. keep an accurate record of the membership in coordination with the Membership Committee Chair and ACA
- c. serve as ex officio member of the Audit and Finance Committee
- d. prepare all books for audit within ten (10) days following the end of the association year or as directed by the President, Executive Committee or ACA.
- e. Keep the Executive Committee informed on the financial status of the association at all times.
- f. Ensure that the financial obligations of the association are paid in a timely manner and the association tax exempt status maintained.
- g. Ensure that the association management agreement with ACA does not lapse.
- h. Coordinate, advise, and carry out registration activities for the association's Professional Development Institute held in conjunction with the annual

convention of the American Counseling Association to include the collection of advance registration fees.

- i. In case of an emergency and the office of Treasurer shall come vacant, the President shall appoint a new Treasurer subject to the approval of the Executive Committee.
- j. Designate up to two other members of the association, subject to approval of the Executive Committee to assist with the financial management of the association bank account.

Section 6. Governing Council Representative shall:

- a. represent the association at scheduled meetings of the American Counseling Association Governing Council.
- b. prepare, advise, and report back on Governing Council activities to ACEG Board of Directors on pertinent activities and actions impacting on the association.
- c. prepare discussion points, resolutions, and proposed responses to issues with any explanation, if needed, to be published in the association newsletter to keep the membership informed.
- d. in case of an emergency and the office of Governing Council Representative shall become vacant, the President shall appoint a new Governing Council Representative subject to the approval of the Executive Committee.

Section 7. Directors shall:

- a. shall serve on the Executive Committee if elected
- b. meet annually at a place and time to be determined in advance but usually in conjunction with the annual ACA convention.
- c. serve as committee chairs and committee members
- d. in case of an emergency and the position of an elected director becomes vacant, the President may appoint a director for the remainder of the association fiscal year or to serve until an elected director assumes the office.

Section 8. Special Duty Appointments and Special Committees

- a. shall be named by the President and approved by the Executive Committee.
- b. term of office cannot exceed the association fiscal year and duties and/or mission must be specifically defined with stated outcomes and expectations clearly stated.
- c. shall be subject to oversight and review by the Executive Committee and maybe dismissed or dissolved when no longer needed.
- d. Upon completion of mission/task, a written report must be provided to the Executive Committee within 60 days.

Section 7. General duties of Officers.

- a. each officer shall prepare an annual report for publication in the Pre- or Post-Convention *Newsletter*

b. each officer except the Treasurer shall turn all association materials over to their successors at the close of the association year.

ARTICLE VII BOARD OF DIRECTORS

Section 1. The Officers, the immediate Past President, the elected and the appointed Directors shall constitute the Board of Directors of the association.

- a. there shall be twelve (12) Directors, each serving a two (2) year term of office
- b. three (3) Directors shall be elected each year and three (3) appointed by the President with the advice and consent of the Executive Committee.
- c. Directors will normally be appointed as Standing Committee Chairs or to serve as special advisors to the President.
- d. In considering appointments to the Board of Directors, the President will consider full representation of the various Armed Services and professional specialties included in the association's membership.

Section 2. The Board of Directors shall:

- a. have general supervision of the association in the interim between Annual Meetings.
- b. Implement the program of the association under the direction of the President and the President Elect:
- c. Establish policies to govern the affairs of the association.

ARTICLE VIII EXECUTIVE COMMITTEE

Section 1. The elected officers and the immediate Past President shall constitute the Executive Committee of the association.

Section 2. The Executive Committee

- a. shall act for the association in case of an emergency between meetings of the Board of Directors; and
- b. advise the President and approve appointments of standing and special committee chairs and any other appointments authorized by the bylaws.
- a. Maintain liaison with ACA Ethics Committee to implement the requirements stated in the bylaws and other directives of ACA.
- b. Report to the membership on ACA requirements and standards for ethical conduct and on procedures for handling reported violations.

ARTICLE IX STANDING COMMITTEES

Section 1. The Standing Committees of the association shall be:

Audit and Finance (combined by membership vote , Apr. 2001)
(combined by membership vote, Apr. 2001)
Bylaws and Resolutions (duties remain the same)
(responsibilities to be assumed by the Executive Committee)

(combined with Audit Committee
(combined with Long Range Planning)
Government and Strategic Planning (combined by vote Apr, 2001)
Membership (duties remain the same)
Nominations and Awards (committees combined by vote Apr. 2001)
Program (remains the same)
Publications, (remains the same)and
Public Relations(remains the same)

Section 2. Committee Chairs for the ensuing association year shall be appointed by the President Elect, with the consent of the newly elect Executive Committee, at the Annual Meeting.

Section 3. The Audit and Finance Committee shall:

- a. In coordination with the Treasurer, review the financial status of the Association within thirty (30) days of the end of the Association year, and report thereon to the Board of Directors; on approval by the Board of Directors, the report shall be printed in the next issue of the official publication of the association.
- b. In coordination with the Treasurer or Executive Committee, review the financial status of the association during the association year, if requested to do so by a majority of the Executive Committee or the Board of Directors, and report thereon to the requestor(s)
- c. In coordination with appropriate ACA staff, prepare an annual budget for submission to the Board of Directors.
- d. Supervise the financial affairs of the association, reporting thereon as required by the President, the Board, or ACA
- e. Prepare and file the completed annual audit report and/or change of treasurer audit report within 30 days with the association treasurer and President for acceptance by the Board of Directors/Executive Committee.\
- f. A copy of the audit report shall be made available to the ACA Treasurer when requested.
- g. Shall review the tax exempt and charter status of the association from time to time and make recommendations as needed to the Board of Directors.
- h. Shall consist of three (3) members including the chair, who shall be familiar with the association's administrative and financial practices.

Section 4. The Bylaws and Resolutions Committee shall:

- a. On appointment, review the current bylaws for adherence to ACA Bylaws for clarity and compliance.
- b. Receive and review all proposed amendments to the bylaws of the association.
- c. Process all proposed amendments in accordance with Article XII and ACA guidelines.
- d. Receive and review all resolutions to be presented at the Annual Meeting in accordance with Article IV of these bylaws.

- e. Consist of at least three (3) members including the Chair who should be familiar with parliamentary procedures.

Section 5. The Government and Strategic Planning Committee shall:

- a. In coordination with appropriate ACA committees and staff, study and report to the officers and membership on long range growth, development, and membership patterns for the association.
- b. Review and analyze the structure and purposes of the association as impacted by the results of studies prescribed in subsection a.
- c. Develop recommendations concerning long range growth for consideration by the officers and membership, assuring that such recommendations are within ACA guidelines and the expressed needs and desires of the membership.
- d. Study and report to the officers and membership on any matters impacting the goals of this association and ACA.
- e. Work with appropriate committees of ACA and the other Divisions in achieving common goals.
- f. Regional Vice Chairs may be appointed by the President with the approval of the Executive Committee.
- g. Consist of at least three (3) members with a past president as chair and at least one (1) Director as a member.

Section 6. The Membership Committee shall:

- a. Promote membership in ACEG;
- b. Work closely with ACA committees and staff to address membership concerns and report to the association officers and membership on programs.
- c. Work closely with the Long Range Planning Committee to assure consistent growth;
- d. Consist of at least three (3) members with a Director as Chair;
- e. Include State and/or Regional Vice Chairs to be appointed by the President with the approval of the Executive Committee;
- f. In coordination with ACA, the Treasurer, and the *Newsletter* Editor, prepare an update of the Membership Directory for distribution at the Annual Meeting. Remaining copies to be mailed with the next issue of the *Newsletter*.

Section 7. The Nominating and Awards Committee shall:

- a. Conduct the nominations of the association;
- b. Review and recommend procedures for conducting the nominations in accordance with policies adopted by the Board of Directors;
- c. Consist of at least three (3) members with the immediate Past President as Chair;
- d. Observe any conditions required by ACA for the conduct of the nominations.
- a. Review any proposed awards suggested by the membership and prepare an Awards program to be presented to the Executive Committee for approval;
- b. Publish qualifications for approved awards and requests for nominations from the membership no later than the August issue of the *Newsletter*.

- c. Review award nominations and report to the President and the Board of Directors no later than sixty (60) days prior to the Annual Meeting.

Section 8. The Program Committee shall:

- a. Coordinate with appropriate ACA committees and staff in developing the program for the year, for the ACA Annual Convention, and the association Annual Meeting.;
- b. Develop study items of interest to the membership and present them to the Board of Directors for discussion and approval. The items may be published in the *Newsletter* for review and action by the membership;
- c. Consist of at least three (3), but no more than five (5) members to include the Chair who shall be an officer of the association.

Section 9. The Publications Committee shall:

- a. Monitor the publications of the association;
- b. Work with appropriate committees and staff of ACA and other Divisions in developing and promoting professional publications;
- c. Work with the *Newsletter* Editor and the Finance Committee to solicit advertising for association publications;
- d. Consist of at least three (3) members including the Chair;
- e. Regional vice Chairs may be appointed by the President with the approval of the Executive Committee.

Section 10. The Public Relations Committee shall:

- a. Coordinate with appropriate ACA committees and staff to study and report on any matters affecting the goals and image of the association and report to the officers and membership on progress;
- b. Work closely with the other association committees, with ACA committees and staff, and with other Divisions to develop and implement plans to publicize the goals and activities of the association in the media, with particular attention to Armed Services and other Government media;
- c. Consist of at least three (3) members including the Chair;
- d. Regional Vice Chairs may be appointed by the President with the approval of the Executive Committee.

ARTICLE X BUSINESS AFFAIRS OF THE ASSOCIATION

Section 1. No member shall have severable or transferable interest in the assets of the association.

Section 2.

- a. All expenditures of the association shall be authorized by the President or Treasurer;
- b. All expenditures shall be processed in accordance with ACA policies and procedures.

Section 3.

- a. No appropriations of the association shall be made except pursuant to the authority of the Board of Directors;
- b. The Board of Directors shall adopt an annual budget in accordance with ACA policies and procedures.

Section 4. The fiscal year of the association shall coincide with that of ACA – July 1 to June 30.

Section 5. Dissolution of the Association.

a. In case of the dissolution of the association, and in accordance with the bylaws and policies of ACA, none of the assets of the association shall be distributed to any of the members.

b. Any funds remaining after all bona fide debts and taxes have been paid shall be transferred in total to the ACA Foundation. The ACA Foundation shall establish a scholarship fund in the name of ACEG until all of the funds are expended.

c. Association records shall be turned in to the ACA executive director to be placed in the ACA archives.

ARTICLE XI PARLAMENTARY AUTHORITY

Robert's RULES OF ORDER current edition, shall govern proceedings of the association in all cases to which they are applicable.

ARTICLE XII AMENDMENT OF BYLAWS

Section 1. These bylaws may be amended at any Annual Meeting provided the proposed amendments are submitted, in writing, by the Bylaws and Resolutions Committee at least ninety (90) days prior to the Annual Meeting.

Section 2. The Bylaws and Resolutions Committee shall be responsible for reviewing and forwarding proposed amendments to the Board of Directors with recommendations; then sending proposed amendments, in writing, to the membership, postmarked not later than thirty (30) days prior to the Annual Meeting.

Section 3.

- a. The proposed amendments shall be voted on at the Annual Meeting and shall require a 2/3 vote for adoption.
- b. Amendments so adopted must be submitted to ACA for approval at least thirty (30) days prior to the beginning of the next association year.
- c. Amendments adopted shall become effective at the beginning of the next association year, after approval by ACA

Section 4. An amendment of an urgent nature may be voted on by mail as follows:

- a. The Bylaws and Resolutions Committee shall submit any such amendments to the Executive committee for approval of a mail vote.

- b. If approved, the Bylaws and Resolutions Committee shall send the proposed amendment, in writing, to all members in good standing with a reasonable suspense date for return.
- c. A 2/3 vote of the entire membership shall be required for adoption.

HISTORY OF THE ACEG BYLAWS ACTIONS

Bylaws originally adopted, Dec, 1978 in Dallas, Texas under the name of Military Educators and Counselors Association.

Amended by 2/3 vote, Apr 4, 1981, in St Louis, Missouri, to add:

- (1) Government Relations and Publication Committees and to specify the duties of these committees; and
- (2) To add Article X, Business Affairs of the Association.

Amended by 2/3 vote, Mar 18, 1982, in Detroit, Michigan. The following changes were adopted:

- (1) A date of June 30, 1985 was established as a deadline for achieving Division status with the American Personnel and Guidance Association. (APGA)
- (2) The office of secretary/treasurer was deleted, the offices of Secretary and Treasurer established and their duties specified.
- (3) Added requirement for officers to submit an annual report of publication in the *Newsletter*.

Amended by general consent, Mar 1984, in Houston, Texas, to reflect change in name of APGA to American Association for Counseling and Development.

Amended by unanimous vote, Apr 2, 1985, in New York, NY, to reflect acceptance as an Organizational Affiliate of AACD.

Amended by 2/3 vote, Apr 20, 1986, in Los Angeles, CA. Changes in terms of office and procedures for handling expenditures were adopted.

Amended by 2/3 vote, Apr 22, 1987, in New Orleans, LA. The following changes were adopted:

- (1) In Article V, the title was changed from Elected Officers to Elected Officials
- (2) A Vice President and six (6) Directors were added to the elected officials;
- (3) Duties of the Vice President were added;
- (4) Structure of the Board of Directors was more clearly defined;
- (5) Awards and Long Range Planning Committees were added and duties outlined.

Amended by 2/3 vote, Mar 15, 1989, in Boston, MA, to delete the office of Vice President and require that candidates for President Elect have served as officer or Director of the association.

Amended by 2/3 vote, Apr 21, 1991, in Reno NV, to adopt membership classifications in accordance with AACD requirements.

Amended by 2/3 vote, Mar 15, 1993, in Atlanta, GA to reflect change from AACD to American Counseling Association; to clarify membership categories; to add procedures for handling vacancies in the office of President Elect, and to bring other sections into line with ACA requirements.

Amended with 2/3 vote on Apr 24, 1994 in Minneapolis, MN to change the name of the organization the Association of Counselors and Educators in Government.

Amended with 2/3 vote on Apr 19, 1996 in Pittsburgh, PA, to form an internal audit committee.

Amended with 2/3 vote Mar 28, 1998, in Indianapolis, IN, to bring the categories of membership into line with guidelines from ACA; and to form an official audit committee and outline duties of such committee.

Amended with 2/3 vote Mar 17, 2001, in San Antonio, TX, to bring changed to the Executive Committee responsibilities and align the Standing Committees to better serve the organization.

Amended by unanimous vote on Apr 1, 2006, in Montreal, Canada, to add the governing council representative as an elected officer of the association, clarify terms of office, expand on treasurer fiduciary responsibilities, and disposition of funds in the event of association dissolution.